

INSTRUCTIONS FOR CE & CP EXCEL LAYOUT WORKSHEETS

Questions, Problems, or Suggestions – Contact David Licht, Indiana Dept of Education, 317/232-0821 or dlicht@doe.state.in.us.

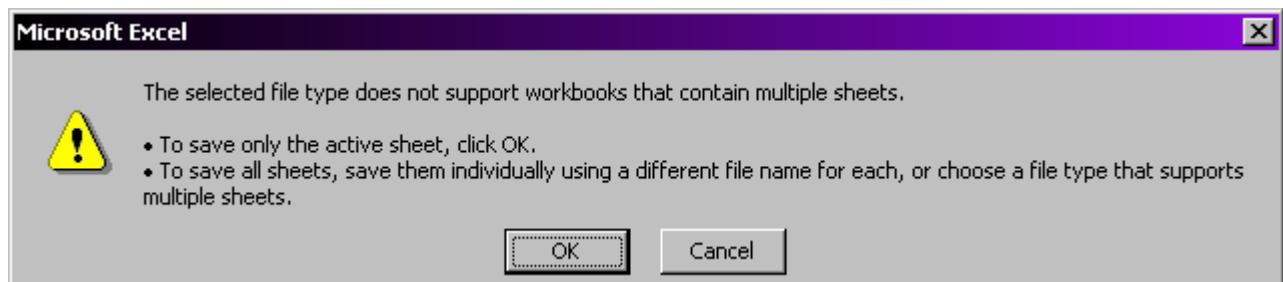
- Unlike earlier (STN) worksheets, Excel's protection option has not been turned on. This allows greater flexibility, including the ability to delete the headings before saving the file as comma-delimited (CSV). It also means that you can make unintentional changes that you may regret. Please be careful not to move cells or alter data validation.
- Two reference columns have been added to the CP table. These show the employee's name (based on the Social Security number) and the Subject (based on the Subject code provided). These columns need to be deleted (along with the column headings) before the file is saved as a comma-delimited (CSV) file.
- Because you will be deleting the column headings and the name and subject columns before converting to a comma-delimited (CSV) file, it is important to remember to save the file in Excel format first so that you can go back and make any necessary corrections if changes are needed
- As always, data quality is up to you: Check your data, File Transfer Results, and Summary Report. The formatting and instructions in the worksheet are believed to be correct and reliable; however, please let us know of any problems or possible errors.

Things to know about using the preformatted Excel Spreadsheet for DOE data layouts:

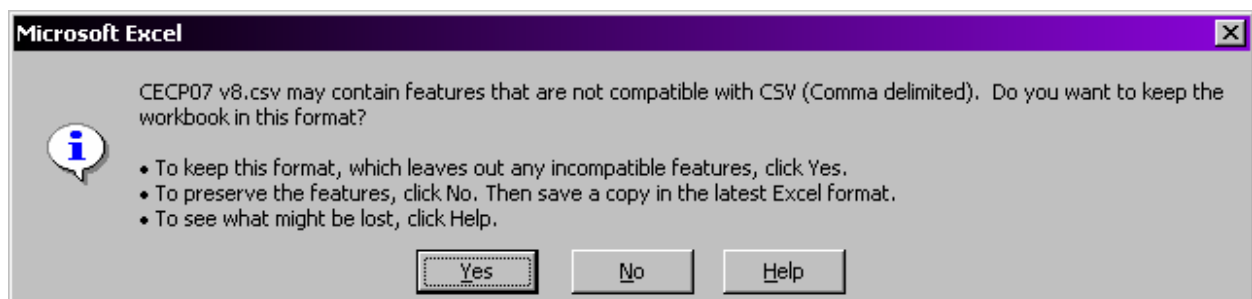
1. The first thing you should do is make a copy of the spreadsheet file to work in, so you'll always have the original file in case you need it again.
2. This spreadsheet is designed to provide guidance in completing the report and preventing inappropriate responses that will cause the system to reject your file.
 - a. Each *row* is a *record*. Each *column* is a *field* requesting a certain item of information.
 - b. If you have your "Office Assistant" (e.g., the paperclip) showing, it will give you instructions and error alerts; otherwise, the instructions for each field will appear in a box and error alerts will appear when needed. Normally, the instruction box will stay out of your way. You can also drag it manually and it should stay put. To get it back to following you as you enter data, you will probably have to save and reopen the file.
3. There are many ways to get around in an Excel spreadsheet. It may be easiest, though, to "tab" across as you enter data and hit return at the end of the row (i.e., the record). This will usually take you to the start of a new record.

4. Pasting data in will bypass protections. However, you may want to do this if you already know the information is good and there is a lot of it (e.g., pasting in a list of Student Test Numbers).
5. Dragging data will override and disrupt protections and is not recommended.
6. “Fill-down” (**Edit→Fill→Down**) should not cause any problems, and may be useful for required fields where all or most of the records have the same information. (Be careful not to fill in more records than you need, though.)
7. Some cells are formatted to provide helpful information. Blank cells filled in with color indicate fields where “blank” is not an option. By the time you are done, there should not be any blank colored cells left in the rows that have information. (A white cell does not mean that it is not required – it simply means that leaving the cell blank may be an appropriate response depending on the student.) If a cell changes color when information is entered (to something other than white), take note: yellow indicates a warning and red indicates a problem.
8. When done, first save your file as an Excel file with an “xls” extension. (You will need it for both reports - CE and CP - and "CSV" format only saves the current sheet.) It may also be used to fix mistakes discovered later and may be useful for future submissions. After saving in Excel format, delete the column labels in Row 1 (and, in CP, the "Name" and "Subject Text" columns). Then **File→Save As** and change the file type to comma delimited file (with a “csv” extension).

You will get a warning that only the current sheet will be saved. Click "OK."



You will then get a warning that formatting may be lost. Click "Yes" (because you need to save without the formatting).



9. You can inspect your CSV file by opening it in Notepad or Word. This is especially helpful if you get an error message regarding having the wrong "number of data elements." Look for stray comma. If, for example, your file has any rows at the bottom of the file with just commas, delete those rows. Resave file and transfer. (Contact us for additional information regarding trouble-shooting your data files and dealing with "data elements" errors.)

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